

**NORTH DAKOTA ARMY NATIONAL GUARD  
ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT  
NATIONWIDE**

JOINT FORCE HEADQUARTERS  
Human Resource Office  
State of North Dakota  
PO Box 5511  
Bismarck, ND 58506-5511

**AGR**

**ADVERTISEMENT:** AGR-15-13    **OPENING DATE:** 28 April 2015    **CLOSING DATE:** 30 September 2015

Applications are now being accepted for the following AGR program Full- Time National Guard Duty (FTNGD) tour under provisions of section 502 (f), Title 32, United State Code. Persons interested in this tour may apply by submitting the required documents listed in the instructions section of this announcement. Questions concerning this notice may be directed to NGND-DHR-AGR at (701) 333-3369 or DSN 373-3369.

**POSITION:** \* Recruiting and Retention Noncommissioned Officer (R&R NCO)  
**MOS:** 00F34  
**MAX GRADE:** E-6/SSG  
**UNIT:** NDARNG Recruiting & Retention Battalion  
**LOCATION:** North Dakota  
**SALARY:** Full military pay and allowances to the military grade of the selectee.  
**SELECTING SUPV:** CSM Rashad Schaffner, R&R SGM

**\*\* Applicants are encouraged to submit application packets as soon as possible. Packets will be accepted until the closing date of 30 Sep 2015. Qualified applicants will be interviewed and placed on an Order of Merit list (OML). Vacancies will be filled as they become available IAW Chapter 8 of the NDARNG EPS SOP, para 8-7.**

**LENGTH OF TOUR:** New AGR accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the AGR Program, meeting the qualifications for a subsequent tour outlined in AR 135-18, and subject to the approval of the Adjutant General based on the recommendation of a Tour Continuation Board.

**AREA OF CONSIDERATION:** This position is open to all current members of the ND Army National Guard in the grades of E-4 thru E-7; and Nationwide to those who are eligible to become members of the ND Army National Guard in the grades of E-4 thru E-7. Service members in the grades of E-4 and E-5 must have completed WLC and service members in the grade of E-7 must be willing to take an administrative reduction to E-6.

**\*ARMY COMBAT PROBABILITY CODING:** This position can be filled by both female and male enlisted Soldiers as a result of the Army's Direct Combat Probability Coding System.

**ADDITIONAL REQUIREMENTS/INFORMATION:** Currently hold or be able to meet the physical demands and qualifications for initial award of 79T MOS upon submission of application – Physical profile of 132221; A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

**1. SPECIAL REQUIREMENTS:**

- a. **MILITARY EDUCATION:** As required in NGR 600-200 and current ARNG Professional Development Program (PDP) requirement.
- b. **CIVILIAN EDUCATION:** High School graduate or GED equivalent. Associate Degree desired.
- c. Excellent speaking ability.
- d. Experience as Squad/Section Leader/ and or Sales or Sales Management highly desired.

**2. SUPERVISORY CONTROLS:** Works under the supervision and control of the Recruiting & Retention Section Chief in charge of an assigned area in the state. Performs duties with minimum supervision after receiving formal schooling, general guidance and the Strength Management Mission (recruiting, retention and attrition management) mission. Performance is evaluated and reviewed for accomplishment of mission, and long, mid, and short range objectives.

3. JUSTIFICATION: This position is located in a designated Strength Management (Recruiting, Retention, and Attrition Management) area of the state dictated by the mission. The Incumbent is responsible for the accomplishment of the 3 tenets of Strength Management, (Recruiting, Retention and Attrition Management) in assigned area. Responsible for seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives. Individual is charged with the responsibility of identifying, recommending corrective action, solving problems and/or taking corrective action on issues affecting retention in area of responsibility. Assesses the effectiveness of local recruiting and retention incentive/awards program and makes recommendations for changes.

4. POSITION DESCRIPTION: Serves as the Strength Management NCO in an assigned area of the state. Is responsible for the accomplishment of their Strength Management Mission (recruiting, retention and attrition management mission) in assigned area of responsibility.

- a. Establishes and maintains contacts in sufficient numbers and within proper markets to achieve recruiting objectives.
- b. Achieves recruiting, retention and attrition management goals for assigned area.
- c. Assists commanders in implementing Strength Management programs to enhance retention, procurement and attrition management.
- d. Establishes and maintains effective centers of influence/civic groups, local governing bodies and supported units.
- e. Conducts visits to all organizations/units in assigned area to discuss/plan the 3 tenets of Strength Management activities in order to meet the strength goal.
- f. Pre-qualifies prospects to ensure enlistment criteria are met.
- g. Conducts prospecting and lead generating activities in assigned area.
- h. Evaluates the retention/attrition environment and assists, recommends and/or takes action to correct deficiencies.
- i. Prepares and maintains Strength Management objectives, statistics, records and files on recruiting, retention and attrition management activities in assigned area.
- j. Ensures commanders and leaders in assigned area understand and are proficient in the 3 tenets of Strength Management, (Recruiting, Retention and Attrition management) and provide the necessary training.
- k. Establishes and maintains a good working relationship with supported units.
- l. Presents formal and informal presentations to various schools and civic groups to generate leads for enlistment.
- m. Conducts presentations and briefings as required to units/organizations.
- n. Establishes liaison with local radio, television and newspaper agencies.
- o. Evaluates applicants' occupational, educational and psychological background in an effort to determine National Guard programs with specific individual appeal.
- p. Arranges the administration of the Army's Services Vocational Battery (ASVAB) or Army Classification Battery (ACB) and explains results to applicants.
- q. Gathers individual data and prepares forms and documents incident to enlistment processing.
- r. Arranges for applicants transportation, meals and lodging where required.

**AGR PROGRAM INITIAL ENTRY REQUIREMENTS:** Applicants must meet the following requirements:

- \* Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
- \* Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
- \* Drug screening will be accomplished within 15 days prior to initial entry.
- \* All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
- \* Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
- \* Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
- \* Must have completed initial entry training before submitting an application for the AGR vacancy.
- \* Must meet APFT and weight control standards per AR 350-1 and AR 600-9 prior to initial entry.
- \* Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
- \* Must possess the grade equal to, or below, that authorized for the AGR duty position and have the potential to become qualified in the specialty authorized for the AGR duty position within 12 months of the date of assignment.
- \* Soldiers whose records are flagged IAW AR 600-8-2 are ineligible for entry into the AGR program until the flag is lifted.

- \* Must possess, or obtain a security clearance required by the position for which applying (NGR 604-10).
- \* Selectees will be approved by the Adjutant General or his designated representative.

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### ADDITIONAL INFORMATION:

- \* All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
- \* AGR personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
- \* All AGR personnel are rated using the OER/NCOER system.
- \* Acceptance of any AGR position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
- \* Promotion consideration in the AGR program is linked to the ARNG Leader Development Institutional Training requirements. AGR Soldiers must graduate from Active Component or TASS configured courses.

**GENERAL ELIGIBILITY REQUIREMENTS** to include profile, aptitude, combat probability, security clearance, and any restrictions as applicable for aviation, AMEDD, Chaplain, or JAGC assignments.

### 1. HOW TO APPLY:

- See attached "Applying for a Active Guard Reserve (AGR) Position with the NDNG"
  - Ensure that all work experience, both Civilian and Military, related to the job you are applying for is described in full to include dates of employment.
  - Applications can be mailed to the [Human Resource Office \(HRO\), PO Box 5511, Bismarck, ND 58506-5511](#) or hand delivered to RJB Armory, 4200 E Divide Ave, Rm 424, Bismarck. HRO Commercial Telephone: (701) 333-3369 or DSN: 373-3369.
  - Applications with digital signatures on the NGB 34-1 may be emailed to [ng.nd.ndarng.list.j1-agrm@mail.mil](mailto:ng.nd.ndarng.list.j1-agrm@mail.mil)
  - Applications must be at the HRO by 1600 on the closing date of the announcement.
- NO EXCEPTIONS!**

- EDUCATION will be credited on a basis of 30 semester hours or 45 quarter hours equals one year of study. Education must be directly related to the type of work of the position.
- MILITARY SERVICE will be credited on the basis on one year of credit for one year of National Guard Service.
- EQUAL OPPORTUNITY: The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status.
- Government postage and/or envelopes WILL NOT be used to submit applications.
- Acceptance of Active Guard Reserve (AGR) position will cause termination from Selected Reserve Incentive Program (SRIP) without recoupment and no further payments. Acceptance of an AGR position will result in termination of the Student Loan Repayment Program (SLRP) without recoupment and no further payments.

## **APPLYING FOR OFF THE STREET ACTIVE GUARD RESERVE (AGR) POSITIONS WITH THE NORTH DAKOTA ARMY NATIONAL GUARD**

**IMPORTANT: Please read this page before you submit your application!**  
**YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET  
TO COMPLETE YOUR APPLICATION PROPERLY.**

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to set up an appointment. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

**APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS LISTED  
BELOW AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED  
WILL NOT BE CONSIDERED AND NOT RETURNED.**

- **NGB 34-1 dtd 11 Nov 2013** A completed "Application for Active Guard/Reserve (AGR) Position". This form must include an original or digital signature and date. **Contact your unit if you need assistance in obtaining the current form.**
- **Resume:** Detailed
- **DA Form 705:** A copy indicating successful completion of the APFT and height/weight within the past 12 months. If height/weight is not included on the DA Form 705, then submit a current height/weight statement from your Commander.
- **DA Form 5500/5501, Body Fat Content Worksheet.** (if applicable).
- **MEDPROS Individual Medical Readiness (IMR)** printout. Current.
- **NCOERS:** Include five most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER (or not having recent NCOER within the past 12 months).
- **ERB:** Must include ASVAB scores.
- **NGB Form 23A or 23B:** Retirement Points History Statement
- If you have completed any college courses and you feel that it will help you qualify, you may include copies of your college transcripts with the application. If a transcript is required it will be stated on the position vacancy announcement.
- Letters of recommendation are optional unless they are in lieu of a recent NCOER.
- **DO NOT** use Appraisals or Appraisal Standards as proof of your experience.
- **DO NOT** use binders, folders, or notebooks when you turn in your application.
- **DO NOT** use staples.

Applications on non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

**DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.**

***\*Service members from military branches other than the Army should contact the Human Resource Office to identify the required documents from their branch.***